

Required Documentation for a CRBA application

1. ☐ **Child's Portuguese Birth Certificate.** If your child wasn't born in Portugal, obtain the foreign birth certificate. If it's not in the English or Portuguese language, you must also obtain a sworn translation into English;
2. ☐ **Declaration from local hospital where the child was born;**
3. ☐ **Child's identity document,** when possible. If the child is dual national please submit his/hers foreign passport or ID card;
4. ☐ **Parent's Marriage Certificate,** when applicable. If it's not in the English or Portuguese language, you must also obtain a sworn translation into English;
5. ☐ **Parent's Divorce Certificate(s),** when applicable. If one or both of the applicant's parents had a prior marriage, you must submit a divorce decree, an annulment or a death certificate to confirm the legal end of the marriage. If the document is not in the English or Portuguese language, you must also obtain a sworn translation into English;
6. ☐ **Parent's passports or identification (for U.S. citizens parents, you must submit your most recently issued U.S. passport);**
7. **Proof of physical presence:**
 - ☐ **Situation A:** Child was born in wedlock, out of two U.S. citizen parents: You must submit proof that at least one of you was a resident of the United States at any time prior to the birth of the child;
 - ☐ **Situation B:** Child was born in wedlock, out of a U.S. citizen parent and a non-U.S. citizen parent: You must submit proof that the U.S. citizen parent was physically present, prior to the birth of the child, for a cumulative total of five years, from which two must have been after the age of 14;
 - ☐ **Situation C:** Child was born out of wedlock, out of two U.S. citizen parents: If the claim is through the father ☐ you must submit evidence as per Situation A. If the claim is through the mother ☐ please submit evidence as per Situation D;
 - ☐ **Situation D:** Child was born out of wedlock, out of a U.S. citizen mother and a non-U.S. citizen father: If the child was born on or before June 11, 2017, ☐ you must submit proof that the U.S. citizen mother was physically present, prior to the birth of the child, for an uninterrupted period of 365 days, 1 year. If the child was born on or after June 12, 2017 ☐, you must submit evidence as per Situation B;
 - ☐ **Situation E:** Child was born out of wedlock, out of a U.S. citizen father and a non-U.S. citizen mother: You must submit evidence as per situation B. Read but do not fill out or sign the statement in Section B on page 3 of the DS-2029 form.
9. ☐ Make clearly legible black and white photo copies of ALL documents, including the biographical information pages of your passports.

Examples of Physical Presence Documentation:

- Academic transcripts
- Employment records
- Immigration records (please DO NOT photocopy your Certificate of Naturalization)
- U.S. passport stamps may be considered a part of the evidence submitted, but should not be the sole documentary evidence. Drivers' licenses do not constitute evidence of physical presence.



Prepare for the first passport application

(If you do not wish to apply for the passport at the moment, please ignore this section)

1. ☐ **Download and print form [DS-11](#).** Fill out the form on behalf of your child. **DO NOT SIGN THE FORM**;
2. ☐ **Obtain one U.S. size passport photo of your child:** 2"x2" (5cm x 5cm), with white background as per State Department photo guidance. Attach the photo to the DS-11 form;
3. ☐ Paper copy of **Child's identity document**, when applicable;
4. ☐ Paper copy of the **Parent's passports or identification (for U.S. citizens parents, you must submit your most recently issued U.S. passport)**;
5. ☐ You will pay the passport [fee](#) upon your in-person interview – you can pay in credit or cash (\$ or euros) – exact amount recommended.

